

XXcelerate

Open Recruitment: XXcelerate Programs Manager

Level: Mid-Level

Designation: Exempt Full-Time Employee

Expected Start Date: July 2021

Based in: Oregon

XXcelerate is seeking a charismatic and community-minded individual to fill the first position of its kind at our growing organization - to manage the day-to-day operations of our external facing programs. Reporting to the Executive Director (ED), the Programs Manager will be responsible for the operational success of XXcelerate's programs, ensuring seamless program development, delivery, quality control and evaluation.

XXcelerate is a 501(c)(3) nonprofit organization whose mission is to provide support, education, mentorship and pathways to funding for Oregon's women entrepreneurs. We are a hub of resources, education and community focused on helping growth-minded entrepreneurs become profitable, sustainable and bankable.

We are hiring a person to manage the various programs we offer in coordination with a small but efficient team of staff and contractors. The ideal candidate will be a highly productive, creative, customer-oriented, community builder with a desire to create systems level change for all womxn entrepreneurs, regardless of sector, startup phase, background, identity or entrepreneurial journey. They will possess lived experience in helping others build businesses, building a business themselves, teaching business development AND/OR working with small businesses. A 'roll up the sleeves' mentality, the emotional intelligence to relate to many types of human experiences, cultural competency and servant leadership mindset will all be attributes that will lead to success in this position.

We have outlined desired qualifications and skills below, but have no expectation that one human host all qualities. We encourage you to apply if you feel as if you could thrive in this position and you have the lived experience required to succeed with some support. We are open to some level of capacity building and training to transfer certain skills sets. The core competencies are important to us and we ask that you possess these as a baseline. Women and People of Color are encouraged to apply. Rural applicants willing to travel to Portland periodically are encouraged to apply.

Responsibilities

- Assist the ED with developing, implementing and evaluating program policies, procedures, and standards in accordance with the mission and goals of the organization.
- Assist the ED with developing and monitoring the programs budget and keeping operational costs in line. Track expenditures for donor-directed funds and programs, monitor day-to-day operating expenses and subcontractor invoices.
- Support the ED in developing impactful programmatic interventions in service of mission

- Provide complex administrative and operational support with minimal supervision
- Coordinate and implement a collaborative events and communications strategy for the marketing and visibility of our programs
- Build relationships in the community and engage an outreach strategy with women entrepreneurs across the region
- Implement evaluation methods to assess program strengths and identify areas for improvement. Producing accurate and timely reporting of program status throughout its life cycle. Collate and compile data for annual impact report. Analyze and report program risks.
- Ensure quality standards and goals are met in areas including customer satisfaction, approach, inclusion, deliverables quality, and coach/mentor/facilitator performance and contract compliance.
- Implement and manage changes and interventions to ensure project goals are achieved to success and with predetermined outcomes. Adjust and adapt as needed.
- Be an advocate and ambassador for women's economic empowerment issues, gender equality, freedom to ownership and access to capital and resources for women business owners.

Core Competencies

- ❖ **Approach:** Flexible and adaptive self-starter who can apply critical thinking skills to be investigative yet maintain quiet compassion, self-awareness and empathy.
- ❖ **Communication Style:** Excellent listener with a journalistic curiosity and calm, intentional oral style. You are not afraid to question the status quo but also able to center the experience of the human in front of you.
- ❖ **World View:** Detail oriented and focused yet aware of themselves and others in the context of a larger society. Possesses integrity, credibility, consistency and commitment to our mission. Supports a pro-women environment and possesses a mindset of abundance.
- ❖ **Organizational:** Excellent customer service orientation, strong computer skills, not afraid of numbers, comfortable with mid-stream changes, process minded, with good time management skills. Organized and proactive (rather than reactive).

Transferable Skills

- o **Business Development**
 - Have an understanding of available funding mechanisms for growing businesses
 - Possess a deep understanding of the entrepreneurial ecosystem in the Pacific Northwest (Oregon specifically) and the specific needs of growing entrepreneurs
 - Experience in training, mentoring and/or coaching businesses
- o **Human**
 - Proven experience in managing cross-departmental teams or a project team towards a common goal and to successful implementation
 - Proven experience in working with a variety of stakeholders or cross-sectoral actors in a given ecosystem
 - Experience working with diverse communities. Demonstrates the necessary attitudes, knowledge, and skills to deliver culturally-competent services and work effectively in cross-cultural situations
- o **Programmatic**
 - Proven experience in project/program management

- Proven experience in Reporting, Monitoring and Evaluating results of a program/project
- Experience in delivering services to vulnerable populations, with a focus on women. Application of the gender and racial equity lens in programming design and implementation is critical
- o **Administrative**
 - Competency in Microsoft Office, Google Suite, Slack, Zoom, and Adobe Suite
 - Proficient in using technology as a tool for efficiency and communication
- o **Community Based**
 - Experience in building relationships and partnerships with a variety of actors in the entrepreneurial ecosystem
 - Has experience in building community-based, participatory interventions (ie. Task forces, focus groups, committees, stakeholder consultations, needs assessments)
- o **Strategic**
 - Ability to create short and long-term work plans and execute to task
 - Possesses a strategic mindset that can incorporate logically how to link outcomes to interventions and activities

Package

Exempt Full-Time Employee

Salary Range: \$50,000 – 65,000/year base to start

Benefits: Healthcare Insurance, Work-from-Home and Flex Scheduling, Professional Development Opportunities, Paid Vacation, Mental Health Days, Modern Family Leave Policies like Paid Parental Leave, Public Service Student Loan Forgiveness Opportunities, Advancement Opportunities

Total Package Value: Approx. \$55,000 – 75,000 per year

Recruitment Process

- **Application Window** (June 4 – July 14 2021)
 - Applications are open on a rolling basis through the middle of July.
- **Information Session** (June 22 4:30-5:30p)
 - We will host an informational session on this job posting by Zoom and Phone. If you are interested in the posting and have questions, we encourage you to register for the info session. Participation is not required. Simply sign up for free if you would like to attend [REGISTER](#)
- **Initial Phone Interviews** (Begins June 11)
 - Thirty minute phone calls with Round 1 applicants will be scheduled for initial vetting.
- **Panel Interviews** (June 21-30)
 - Round 2 applicants will be invited to an in-person panel interview.
- **Finalist interviews** (July 1-14)
 - If necessary, finalists will be invited to an in-person interview with the Executive Director.

Learn More About XXcelerate

To learn more about our story, our programs and the folks we serve, visit our website at www.xxceleratefund.com. Attendance to the informational session is highly encouraged to learn more about our mission, vision and values, services and approach.

How to Apply

There are two ways to apply:

1. Fill out the following [APPLICATION](#) or;
2. Send your CV/resume to hello@xxceleratefund.com. Please be sure to label the subject line as follows: [Last Name - Programs Manager Application].

You do not have to do both. No matter which you choose you must attach a short letter about yourself (no longer than one page) - how this posting resonates with where you are at today and where you are going and why you are the right person to be considered for the position. Be authentic, be bold, be clear. We don't deploy any non-human recruitment methods. Bring your whole self - we are excited to meet you and learn about the diversity of your experiences.

We will follow up within a week of receipt with next steps.



XXcelerate is an Equal Opportunity Employer. We provide equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, genetic information, military or veteran status, or any other status protected by applicable federal, state, or local law.

This policy applies to all aspects of the employment relationship - including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.